



Northville Community Foundation/Maybury Farm COVID-19
Preparedness and Response Plan
May 21, 2020, Revised June 11, 2020, *Revised 6/16/2020*

Maybury Farm (the “Farm”) is an outdoor facility leased from the Department of Natural Resources (DNR) and overseen by the Northville Community Foundation (“NCF”). It is located on Maybury State Park land and includes buildings and equipment on approximately 50 acres. The land and buildings are used to house farm animals and promote education on farming and agriculture through daily admissions, tours, camp, and educational programs. Based on the scope of what we do at Maybury Farm, we aren’t considered a High Exposure Risk.

Our plan is laid out below, addressing how we can protect all employees/volunteers (“Employees” and “Volunteers”), animals, and guests of the farm.

Workplace Infection-control practices:

Employees:

* All Employees/Volunteers are required to take their temperature each morning. If they have a fever they are asked to stay home and reach out to the Executive Director and the Supervisor for their team. Upon arrival at the farm, when they clock in and/or log themselves on the volunteer sheet, they are required to log in their temperature from that morning which will be daily reviewed by management.

* All Employees should carefully evaluate their symptoms each day to confirm that they do not have any symptoms consistent with COVID-19, as an elevated temperature isn’t the only symptom of the virus. Other symptoms may include cough and shortness of breath. Each Employee is also asked to review the COVID-19 symptoms and only if you can answer “NO” to all of them you can proceed to come to work at the farm.

* If Employees/Volunteers have any of the previous symptoms, they are required to reach out to their doctor, get tested as required by their doctor, stay home, and notify management at the farm. It is important for the Employee to keep the farm informed and not to return to the farm for 14 days after diagnosis. Management will need to know anyone the employee was in contact with so that those Employees/Volunteers can also be removed from the schedule until it can be determined whether they have the virus for 14 days.

* All Employees/Volunteers must immediately notify the Executive Director and their Supervisor if they have been exposed to any individual who has tested positive for COVID-19.

* If any Employee cannot perform their required schedule due to testing positive for COVID-19,

they will be paid for those days off work.

* If any Employee/Volunteer has family members that need to be cared for, or if the Employee/Volunteer does not feel comfortable coming to the farm over concerns of the virus, they may refrain from coming and no recourse will be taken against them.

Protective Measures in the Workplace for all Employees and Volunteers:

* All Employees/Volunteers will be provided with gloves and masks that are required to be worn in the workplace.

* Hand sanitizer/washing stations with soap, paper towels and tissues are stationed throughout the workplace.

* NCF and the Farm promote and have implemented good hygiene and infection control policies.

* NCF and the Farm encourage and require all Employees to stay home if sick.

* NCF and the Farm encourage respiratory etiquette, including covering coughs and sneezes.

* The Farm provides supplies for and requires disinfecting of surfaces in the workplace where appropriate, due to the nature of our business. Disinfecting the pasture fencing, picnic tables, animals, and outside spaces is not possible. However, wiping down desks, all tools used daily, tractors, equipment, etc. to protect the next employee using them is required.

* NCF and the Farm promote social distancing practices in the workplace, strictly requiring that all Employees/Volunteers maintain a minimum distance of 6 feet apart at all times. Note: if the employee is working alone or away from the team you will not be required to wear your mask at that time. If a project requires less than 6 feet of distance between Employees/Volunteers, the Employees/Volunteers must wear the proper protective equipment.

* The Farm has posted the Safety Protocol provided by the DNR in all Employee areas to ensure compliance with mandatory requirements as well as recommended best practices. Please become familiar with these protocols.

* Disinfecting is performed in our General Store, the Feed Room in the barn, the farmhouse, bathrooms, and ledges of the pens in the barn.

* The Farm has flexible hours for our team so that not all Employees/Volunteers are at the workplace at the same time to further encourage social distancing.

* The Farm does not require employees to travel except to pick up animal feed and care supplies. The travel is local and they are required to follow all guidelines established by CDC, state, and federal governments, wearing applicable protective wear.

* The Farm allows all administrative work to be done remotely from home, as much as possible. However, the majority of our staff is required at the farm which is all hands on with animal care and maintenance.

* The Farm has a separate entrance for all employees to enter and exit.

* If anyone arrives sick at the Farm for their shift, the Employee at the General Store or the Barn will be the designated person in charge, trained on the applicable steps to take. Specifically, the Employee in charge will immediately notify Senior Management *where* all *necessary steps* to make a determination on the closing of the Farm, to complete the Incident Report, and to notify the local health authorities.

* The Farm management team is holding all meetings and training through conference and zoom meetings to educate and review best practices in the workplace while working at the Farm and with

the guests.

* The Farm is posting various types of signs around the workplace for Employees/Volunteers and guests that encourage and demonstrate social distancing, temperature taking, and symptom review.

* All Employees/Volunteers are being provided OSHA COVID-19 webpage information for their review and information: www.osha.gov/covid-19.

* If an Employee/Volunteer has concerns about unsafe working conditions in the workplace, they should communicate immediately to the Executive Director at diana@mayburyfarm.org so that the *proper steps are taken*.

* If any Employee, Volunteer, or guest has been diagnosed with COVID-19, the Farm will be immediately be closed until proper disinfecting can be completed. All Employees/Volunteers in contact with such individual shall be quarantined along with the Employee/Volunteer with the virus. If any of these individuals came in contact with guests at the Farm, NCF and/or the Farm will notify the public through social media and on our website to ensure the proper steps can be taken.

Retail/Farm Operational Processes:

General Store:

* The Farm has created a sign at the entrance to the walkway into the General Store that says: **“Stop! Stay home if you are feeling sick.** If you feel unwell or have the following symptoms please leave the building and contact your health care provider & notify a supervisor: Fever, cough or having shortness of breath. **“DO NOT ENTER.”**

* The Farm will be asking all guests to pay by credit card in lieu of cash, when possible.

* The Farm has established a separate entrance and exit to and from the Farm.

* The Farm will have signs placed in the General Store that show where customers can stand to maintain a 6 foot distance. Additional signs that will be placed in the General Store and around the Farm include: **“Enter”, “Exit here”, “DO NOT ENTER”, “Limited Capacity”,** with the total number of guests who can be in the General Store at one time (per the Northville Township Fire Department, the maximum capacity of the General Store is 60 individuals, and we will allowing only 10 people including one Employee in at a time), **Social Distancing Signs, and “Notice – Hand Sanitizer”** signs are posted around the farm.

* The Farm has placed plexiglass shields where the customers pay for admission and also where they pick up any snacks or drinks that they purchase.

* The Farm will not be offering any drinks except those in cans or bottles. Instead, only snacks that are wrapped and/or in bags will be sold. We also offer gifts, books, games, Maple Syrup & Honey, for sale that customers can choose while they wait in line, or they can complete a form and we will pull the items from stock so that they can pick them up on the way out of the General Store.

* All Employees will be wearing gloves and face masks while working in the General Store.

* Only one Employee will be working in the General Store per shift. Other Employees/Volunteers will be working outside to ensure that the guests are maintaining social distancing while they wait to pay for admission.

* The Farm will disinfect all door knobs and handles each morning. All doors will be left open so that guests do not have to use the door handles to get in and out of the farm.

* A trash can will be placed by the exit door for disposal of gloves and face masks.

* A sign will be posted at the entrance to the General Store that tells customers of their legal

obligation to wear a face covering when inside the General Store. Exceptions: Children 2 and under and all guest with a doctors note.

- * All enhanced cleaning and sanitizing protocol for high-touch areas will be in place along with appropriate cleaning procedures by the General Store Team.

- * If a guest who comes to the General Store indicates they might have COVID-19 symptoms, we will ask them to leave, find out if they were in contact with any other guests & where the guests were, complete the incident report to the best of our ability, and close the General Store.

EMPLOYEES MUST NOT LET ANY ADDITIONAL GUESTS INTO THE STORE, and must immediately notify Senior Management who will contact the guest, notify the public health department, and notify the DNR. The Farm will then promptly disinfect the entire building before any additional guests or Employees/Volunteers can enter the building.

- * Safety Protocol will be posted in the General Store for the public to see.

Farm Grounds:

- * All outside chairs, picnic tables, tractors, and playground equipment will be disinfected each day. Since our venue is entirely outside, we are unable to disinfect the majority of the Farm. The playground equipment and tractor have now been approval to allow these areas to be open for use by the community.

- * Trash cans will be placed throughout the Farm for guests to dispose of trash, including gloves/masks.

- * All indoor bathrooms are allowed to be open, will be regularly disinfected and thoroughly cleaned at the end of each day.

- * Hand sanitizer will be set up around the Farm, as well as the washing station with soap and paper towels in the barn.

- * Picnic Tables will be spaced 6 feet apart around the Farm. If necessary, we will store some of the tables to ensure that they are 6 feet apart.

- * Outdoor bathrooms are available around the Farm with toilet paper, hand sanitizer, and paper towels. *Sanitizing will be done daily.* We are recommending to all guests perform the necessary personal hygiene before they come to the Farm.

- * There isn't a drinking fountain on the Farm, but in accordance with Directive 2020-91 there is need to do anything.

Barn and Pastures:

- * In the Barn there will be tape on the floor giving direction to all guests to move in one direction to promote social distancing.

- * The barn will have Safety Protocol posted for all guests and employees/volunteers to see.

- * The barn will have limited animals inside so that the guests can view the majority of animals in their natural habitat outside. The few animals we have inside and the goat-milking demonstration will be done with proper distancing measures established for the guests.

- * Animal engagement will require our employees to bring the animals to the guests. The team will be trained to remain 6 feet from guests and to make sure guests aren't gathering or crowding each other. Animal engagement for the larger animals will be done in our Arena where there is plenty of space for social distancing.

- * When guests walk around the Farm, they will be properly distanced as the walkways are

approximately 15 feet wide.

- * The Farm will have signs around the pastures and the barn reminding guests to stay 6 feet apart.

- * The Farm is increasing the barn team for each schedule. This is being done so that one Employee will be watching guests in the barn, another will be working with engagement of the animals, and a third will be walking the grounds to answer questions and ensure social distancing is maintained.

- * The barn is power-washed as needed. The railings around the animal pens in the barn will be washed down with disinfectant a couple of times a day to help ensure safety. As we are an outside activity, we are not required to disinfect the barn.

- * No bales of straw will be set up inside or outside for children and guests to climb on to see the animals. This will help deter the guests from gathering or crowding while trying to see the animals.

- * Hand sanitizer is set up around the barn as we promote using the sanitizer for bio-security purposes when touching the animals. There is also a washing station in the barn with hot water, soap, and paper towels for the guests to use.

GENERAL Information for all Team Members:

Before opening day, the Farm team of employees and volunteers had a conference call training session where this document was shared. We went over in detail the following:

- * Temperatures must be taken every day and recorded each morning. If an Employee/Volunteer is sick, they must stay home. If they don't think they are safe at the Farm, they must communicate this with senior *management and don't come to the farm*.

- * All Employees are to wear masks/gloves (when required) and practice social distancing.

- * The Farm will review the Safety Protocols and how to react to each of the mandatory and recommended requirements.

- * We will ensure regular and proper education by the supervisor(s) and team leads for specific tasks.

- * All Employees/Volunteers must know and take ownership of their responsibilities and obligations in case an Employee, Volunteer, or guest becomes ill.

- * All Employees/Volunteers will be prepared to help the guests when they don't appear to be following CDC, state, and federal requirements for social distancing. Approach the guest who isn't wearing a mask & ask them to wear it when within 6 foot of another guest. We will not become combative with any guest, just ask them to wear one.

It is the intent of NCF/Maybury Farm to ensure the safety of all employees, volunteers, and animals at the Farm. We want to keep all parties safe and not cause any undue risk to anyone entering the Farm. The wearing of face masks by everyone is just one step. Following everything that has been outlined in this document will help to ensure safety. Further, to ensure NCF/the Farm is meeting all the guidance issued by CDC, DNR, Governor Whitmer, & Federal Government, the Farm has created a checklist for all teams to complete before the gates are open at the Farm. The individuals that are working from home on administrative duties will also check their temperatures as outlined above and, when at the Farm, all other requirements outlined in this document shall apply to them.

To Customers & Guests:

Mandatory per the DNR Safety Protocol

Maybury Farm will:

- * Ensure minimum 6 ft between people, **where possible**
- * Place hand sanitizer in high-contact locations
- * Ask Customers and guests not to enter if symptomatic
- * MF post social distancing signage

Recommended for best practices:

* Customers and guests should wear a face covering. They are not required to wear a face covering

- * Face coverings are **recommended** while **shopping or visiting**
- * Signage at entry point- Health questionnaire for symptoms

In addition to all the signs around the Farm, our team can help to answer questions to ensure everyone is following all necessary safety and health guidance. The Farm has posted messages to social media and our website to share it with the community, Employees, and Volunteers so that everyone knows what to expect before they come to the Farm.

The Preparation and Response Plan laid out here will be given to all Employees/Volunteers, and posted to our shared drives so that the plan can be updated as needed.

Diana L. Wallace

June 16,2020

Diana L. Wallace, Executive Director

Dated: